

February 7, 2007

RE: Battalion Commander Application

Dear Applicant:

Thank you for your interest in applying for the position of Battalion Commander with the City of Grants Pass Department of Public Safety. Our Department of Public Safety provides exceptional service by combining the strengths of our police and fire personnel. Three Battalion Commander positions are available—one immediately and two more on July 1, 2007.

Job Responsibilities: This position is a full time management position that directly supervises all shift activities of a group of companies providing citywide fire suppression, emergency medical response, and related departmental functions on a 24 – hour shift basis within the Fire/Rescue Division of the Department of Public Safety. This supervisory level position reports to the Fire Rescue Operations Commander. Responsibilities include recommending, administering, and evaluating programs, policies and procedures; coordinating programs and promoting employee and intern member participation. In addition the person will conduct annual performance evaluations of assigned fire suppression personnel and be responsible for discipline and adherence to labor agreements of assigned personnel.

Education requirements: Associate of Arts degree in fire science or other related field with additional specialized and/or college level course work in training, supervision, and Command and Control. Experience: At least five (5) years of full-time emergency response experience with a paid or combined paid/volunteer fire department. At least (3) three of the five years full-time work experience is required with supervisory and/or administrative duties or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.

Certification requirements: S-205, S-290, S-336, NFPA Fire Officer 1 and EMT-Basic. Possession of a valid Oregon driver's license at all times during employment with the City.

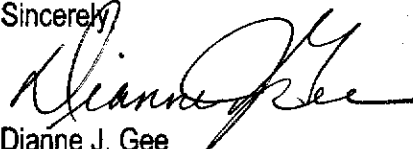
Salary: Range is \$4,800 – 6,127 per month with a full benefit package. Starting salary is commensurate with experience.

Applicant Process: The ranking and selection of applicants to proceed in the process includes: experience, certification, education, responses to supplemental questionnaire and meeting minimum qualifications of the position. The selection process for the position of Battalion Commander includes the following steps: application, written & report writer testing, BPAD video testing, assessment center and oral interview board, tentative offer, background investigation, psychological testing, pre-employment physical and drug screen, and final offer of employment. The successful applicant will be subject to an extensive background investigation and satisfactory complete a pre-employment physical examination and drug test. The complete process from testing to final offer takes approximately 2 months.

Applicants for positions for which a Public Safety background investigation is required and who fail that particular pre-employment requirement will not be considered for any position for which such a background investigation is required for a minimum period of twelve months from the date of application.

Attached to this letter you will find a job description and the City application which you must complete and return with your application along with a resume, cover letter, and copies of all required certifications and training. The first Battalion Commander testing and interviewing opportunity is scheduled for Sunday, March 18 – Monday, March 19. Please send application packets to: 101 NW A St. Grants Pass, OR 97526. No incomplete or faxed applications will be accepted. If you have any questions or need additional material, please do not hesitate to call me or Toni Martin in Personnel at (541) 474-6360.

Sincerely,



Dianne J. Gee
Human Resource Manager

City of Grants Pass



101 Northwest A Street
Grants Pass, Oregon 97526
541-474-6360

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE:

Last Name	First	Initial
Street Address	City & State	Zip
Mailing Address	City & State	Zip
Telephone (Home) / (Work) / (Cell) / (Message)		
Electronic Mail Address		
Social Security Number	Drivers License # / State / Expiration Date	

Answer all of the questions listed below:

- Are you 18 years of age or over? Yes No
- If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
- Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
- Have you previously been employed by the City of Grants Pass? Yes No
If so, When and what position/s? _____
- Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS)? Yes No
- Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No

(Convictions are not an automatic bar to employment. Each case is considered separately.)

Please attach a separate sheet that discusses all convictions including date, charge, and disposition.

7. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

8. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____ wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School (Include High	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving: _____

Job Title _____ State Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ State Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ State Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature _____ Date _____

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____

Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____

City of Grants Pass
BATTALION COMMANDER

Exempt No
Group B

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs, and controls fire suppression activities within the Fire/Rescue Division of the Department of Public Safety. Responsibilities include recommending, administering, and evaluating programs, policies and procedures; coordinating programs and promoting employee and intern member participation. The Battalion Commander acts as a liaison with other fire departments and agencies particularly when related to emergency operations. The Battalion Commander functions as a command officer at emergency scenes and may assume a variety of Command and/or General Staff incident command functions.

SUPERVISION RECEIVED:

Functions under the direct supervision of the Commander of Fire/Rescue Operations, as well as other DPS command staff members.

SUPERVISION EXERCISED:

Directly supervises Fire Corporals, Firefighters and Fire Interns assigned to a 24-hour shift. The Battalion Commander's disciplinary authority extends up to and including suspension and the recommendation of termination of assigned personnel. The Battalion Commander serves as Fire/Rescue Duty Officer and may be assigned general Division-wide program and/or functional coordination responsibility as assigned. Supervision is exercised in accordance with Department policies, regulations, and guidelines.

KEY PERFORMANCE AREAS:

The work is conducted in a participatory environment with other Department members. Key administrative responsibilities may include training, fire and life safety inspections and activities, intern program activities, and emergency management. Key emergency functions include command and control, emergency and non-emergency deployment of Department resources, coordination with other agencies, and development and management of operational support capabilities.

1. Plans, organizes and coordinates the daily operations and activities of fire suppression personnel.
2. Responds to fire and other emergency incidents; provides incident command until relieved by a senior officer. Responsible for quickly evaluating situations, deciding on appropriate actions, allocating resources and assuming leadership until relieved.
3. Oversees and/or participates in fire suppression, rescue, overhaul, and salvage, ventilation, and safety activities; provides guidance to unit members during incidents; assigns and directs specific tasks.

BATTALION COMMANDER**KEY PERFORMANCE AREAS: (continued)**

4. May direct the preliminary investigation of fire cause and origin. As needed, will contact the Department Fire Investigator and/or Detective for assistance.
5. Supervises at all times the safe operation of all personnel, apparatus and equipment. Practices and promotes safe working habits. Reports unsafe working conditions and implements remedial provisions as required.
6. Enforces policies, procedures, and performance standards to assure the delivery of efficient and effective services. Maintains thorough and accurate records; Monitors record keeping activities to ensure complete and accurate documentation.
7. Writes clear technical and non-technical summations of events, be it emergency response related, personnel related, and/or operational related.
8. Plan, organizes, coordinates, assigns and serves as the primary evaluator of work performance of Fire Corporals and Firefighters. Conducts performance appraisals, in collaboration with employees, sets goals and objectives, monitors performance, initiates disciplinary procedures as required.
9. Analyzes training, emergency response, maintenance and support activities. Implements problem solving activities to correct and improve systems as necessary.
10. Monitors and evaluates training programs, response patterns and procedures, dispatching and resource deployment systems, and operational record keeping.
11. Coordinates programs and activities between shifts and stations. Fosters effective and efficient coordination between paid and intern members.
12. Authorizes all time off requests and exchanges of time, monitors daily staffing levels and time cards; implements call back procedures and station assignments as necessary.
13. Participates in budget preparation as assigned. Monitors and administers assigned budget within City and Department guidelines and policies.
14. Coordinates and promotes the integration of the intern firefighter program with other Division activities. The Battalion Commander observes performance, provides training and counseling, and recommends intern program and training needs as necessary.
15. Inspect Company quarters, apparatus, tools and equipment as to their condition. Assure all are maintained and response ready per department guidelines.
16. Responds to inquiries or complaints regarding fire issues or problems from the public and City employees in a timely manner.

BATTALION COMMANDER**KEY PERFORMANCE AREAS:** (continued)

17. Be responsible for all other operational duties delegated by superior officer.
18. May be subject to callback and/or on-call status.
19. Attend meetings, conferences, workshops, and training sessions and review publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
20. May prepare lesson plans/presentations and provide instruction/presentations to a variety of audiences and age groups.
21. Serves as the City's supervisory representative on the first step of the Union contract grievance procedure.
22. May serve as a member of the City's negotiation team in labor negotiations.
23. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

SKILLS Use of computers and computerized programs; incident command and control strategies and tactics; leading and directing others, coordinating multiple priorities and programs.

KNOWLEDGE Develop and maintain a thorough and current knowledge of Department administrative policies and procedures, standard operating guidelines, Labor Agreement, Minimum Company Standards; Department budgeting and purchasing procedures; Department administration philosophy, organization, training, and emergency medical procedures; geography and conditions which affect operations; federal, state, and local laws and regulations related to fire protection, firefighting, and employee safety; principles and practices of adult vocational training and education.

ABILITIES Establish and maintain effective working relationships with Department personnel, city employees, other agencies and the general public; counsel employees and conduct performance appraisals; prepare written and oral reports; administer provisions of the labor agreement, City Policy and Organizational Manuals; work in a teamwork environment; formulate goals and objectives, plan implementation, and control projects, programs, and activities.

Meet the department requirements for physical fitness and pass an annual Department Physical Ability Test.

Able to verbally communicate in a clear and concise manner.

Ability to remain calm in emergencies and handle stressful situations.

BATTALION COMMANDER**MINIMUM QUALIFICATIONS:** (continued)**MINIMUM QUALIFICATIONS:**

EDUCATION Associate of Arts degree in fire science or other related field with additional specialized and/or college level course work in training, supervision, and command and control.

EXPERIENCE: At least five (5) years of full-time emergency response experience with a paid or combined paid/volunteer fire department. Experience must reflect a consistent pattern of participation, personal and professional growth, and increasing organizational responsibility. At least (3) three of the five years full-time work experience is required with supervisory and/or administrative duties or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.

CERTIFICATIONS: Certifications: S-205, S-290, S-336, NFPA Fire Officer 1, EMT-Basic (similar or more advanced certification or training may be substituted).

SPECIAL

QUALIFICATIONS: Possession of a valid Oregon driver's license at all times during employment with the City.

Subject to extensive background investigation.

Satisfactory completion of pre-employment physical examination and drug test.

Additional Preferred Qualifications:

Bachelor degree in Fire Service Administration or related field, or other specific fire service college-level education.

Incident command and/or emergency management training and experience.

Graduate of Oregon Fire Service Administrators Institute.

Extensive full-time fire service experience responding to emergencies.

BATTALION COMMANDER

PHYSICAL

DEMANDS

While performing the duties of this job, the employee is required to walk, sit, talk, and hear. The employee performs duties involving strenuous physical exertion, loud noise and elements of personal danger. The employee works in hazardous environment/conditions, confined spaces, and heights. Variable and extreme weather conditions will occur. The employee deals with interruptions and works long hours.

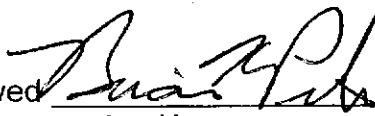
WORK

ENVIRONMENT

The position of Battalion Commander may entail working a 40-hour work-week. Regular work schedule is a 56-hour (average) work-week with 24 hour shifts. Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings, and both field and classroom training. Response to alarms may occur at any time. Emergency work may be strenuous. Normal and/or emergency response driving is required.

Approved

For


Joe Henner
Public Safety Director

Date:

10-16-06

jmd

Approved


David W. Frasher
City Manager

Date:

10-19-06

Adopted by Council September 6, 2006
Resolution No. 5131